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Chief, FBIB

9 December 1948

Deputy Chief, FBIB

Report of Physical Inspection of West Coast Bureau

1. Under authority granted in Travel Order No. 386-49, dated 21 October 1948, the undersigned performed the necessary travel in connection with visits of inspection to the West Coast Bureau at Menlo Park, California, during the periods 28 October - 4 November 1948 and 15 November - 21 November 1948.

OPERATIONS

1. Operations at this Bureau indicate:

- a. Clear delineation and assignment of responsibilities.
- b. Proper supervision by Bureau Chief, Chief Editor and Chief Engineer of all phases of the operation.
- c. Sound operating procedures in the monitoring, editorial and technical sections of the staff.
- d. Reference material now on 3 x 5 cards can be improved by use of visible record system thereby reducing time necessary for monitors and editors to check names of places and persons.
- e. A requirement for one additional clerk in the office of the Bureau Chief to maintain records and prepare reports.
- f. A requirement for four additional CAF-8 Monitoring Technicians in order to meet coverage requirements.
 - (1) Second Broadcast of Manila Press.
 - (2) Central News, Saigon.
 - (3) Radio Teletype Intercepts.

The result of increasing the T/O by four CAF-8 monitoring technicians will be:

- (4) Use of two men instead of one during the swing and graveyard shifts.
- (5) Use of two code men on day and swing shifts instead of one.

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(6) Use of three code men on graveyard shift instead of two now used.

g. Cruising position should be filled by a P-3 Radio Engineer [redacted] at Meseda).

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h. All construction features of the station planned for facility of operations well utilized by operating personnel.

i. Staff memoranda and presentation charts would be of value to other bureaus since they reflect operational experiences.

ADMINISTRATION

1. Inspection of the administration at this Bureau indicates:

a. Property records properly and adequately maintained.

b. Washington should provide field bureaus with an extra copy of Form 50, Notification of Personnel Action, obviating the necessity of making extra copies for file in the field.

c. The Bureau Chief should receive papers for processing new personnel prior to their receipt of telegraphic notice of acceptance.

d. Verification of Bureau records of accrued leave for employees as shown on monthly T/A records now done on yearly basis by Washington. This creates hardship in planning leave schedules.

e. Administrative officer is not a Notary Public, yet new employees require notarization of papers.

f. Bureau has surplus property on hand which would provide more storage space if properly disposed of (see attached list).

g. Medical examination and fingerprint forms not received for recent applicants.

h. Job descriptions require revision.

i. It is difficult to estimate delivery time or stock level of items on requisition if requisitions are cancelled or changed by Washington without giving the field notification of action taken.

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j. Status of lease requires action on part of Washington.

k. Bureau personnel are interested in the policy of FBIB with respect to their return to Roseda after serving overseas.

RECOMMENDATIONS

1. The present system for reference material be revised on visible forms (Vi-Dex System or equivalent).

2. The T/O be revised to include one CAF-3 Clerk (see justification by Bureau Chief, dated 3 November 1948).

3. The T/O be revised to include 4 CAF-3 Monitoring Technicians.

4. The Cruising Monitor position be changed from CAF-9 to P-3.

5. An operating procedure be prepared for all Bureaus incorporating practical procedures now used by each Field Bureau.

6. The Washington office arrange for dissemination of additional copies of Form 50, Notification of Personnel Action, for file by the Field Bureaus.

7. A request be made to the Personnel Branch to advise Field Bureaus promptly of any discrepancies between bureau records and Personnel Branch records reference employees' accrued leave, and arrange to notify the field at least semi-annually of all annual leave accrued.

8. FBIB Administrative Officer or Personnel Branch insure that papers for new applicants are complete for entrance on duty.

9. The Field Bureaus be notified if requisitions are changed or cancelled by Services Branch or FBIB.

10. The lease for the West Coast Bureau be discussed with Legal Counsel with a view to insuring renewal or initiation of condemnation proceedings.

Attachment 1
Roseda Surplus Material



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